



## GUIDELINE TO WRITING AN ABSTRACT

### ABSTRACT

An abstract provides a summary and preview of an academic work. The abstract concisely reports the aim and outcomes of a scholarly work so that readers know what it is all about without having to go through the entire article, report, or dissertation.

The abstract for the dissertation is expected to have these parts: **introduction**, **purpose**, **method**, **result**, and **conclusion**. Each part has a different communication goal or specific function as stated **Table 1**.

### Format of the Abstract

Abstracts in both English and Bahasa Melayu must be included, with the former version appearing before the latter vice versa. The abstract should be written on an independent page, single spacing and **between 250 and 300 words**.

The heading of the abstract should be written in **capital letter**, **bold** and **center-aligned**, use **Times New Roman** font and **size 12** e.g., **ABSTRACT** (English version); **ABSTRAK** (Bahasa Melayu version). Use double-spacing after the heading ABSTRACT/ABSTRAK before beginning with the content. Abstract should be written in one paragraph only.

For English version, use present tense for all items except for elaboration on methodology. Avoid unnecessary abbreviations such as attitude (ATT) and firm performance (FP). If abbreviations are used in the abstract, it must be spelled out in full for the first time in the abstract.

The abstract must be written in the UK English. Use **Times New Roman font** and **size 12**, **single spacing** and **justify-aligned**. Use symbols (%) if the figure is ten or more e.g., 10%, if less than ten to write in words e.g., six percent. All sentences should begin with words. Proofread the English and Bahasa Melayu version.

For Bahasa Melayu abstract, terms that cannot be translated to Bahasa Melayu and must be used in its original form in English should be *italicized*.

### Keyword for Abstract

The word "keyword" should be **bold**, and each keyword's first letter should be capital letter. For special terms in English or Bahasa Melayu keywords, all the first letter of the term should be in capital letter. Again, keyword that cannot be translated to Bahasa Melayu and must be used in its original form in English should be *italicized*. The keywords must be between **three** to **five** keywords.

**Table 1: Component of Abstract** (Adapted from Hyland, 2007)

Component	Function	Key Phrase Example
<b>Introduction</b>	Establishes paper's context and motivates the research or discussion	<ul style="list-style-type: none"> <li>• "This study builds on earlier research..."</li> <li>• "(Phenomena) has been a critical concern / attracted a plethora of research attention".</li> <li>• "...have been well documented; less is known..."</li> <li>• "...is not well understood..."</li> </ul>
<b>Purpose</b>	Indicates the purpose of the research, outlines the aim behind the paper	<ul style="list-style-type: none"> <li>• "This study examines/investigates how..."</li> <li>• "The aim of this study is..."</li> <li>• "This study addresses a gap..."</li> </ul>
<b>Method</b>	Provides information on design, procedures, data analysis, etc	<ul style="list-style-type: none"> <li>• "A qualitative research design was employed..."</li> <li>• "A quantitative survey was used..."</li> </ul>
<b>Result</b>	Indicates results and key findings	<ul style="list-style-type: none"> <li>• "The results demonstrate that..."</li> <li>• "The results show that..."</li> </ul>
<b>Conclusion</b>	Points to application or wider implications and interpretation scope	<ul style="list-style-type: none"> <li>• "The findings from this study suggest that..."</li> <li>• "We conclude that..."</li> </ul>

## EXAMPLE OF AN ABSTRACT

### English

#### ABSTRACT

The new generation rural migrant workers have played a significant role in China's economic development as these workers are a vital labour supply of China's industrial workers. Even so, a recent recruitment trend has revealed that most of these rural migrant workers demonstrate short-term employment and exhibit a high turnover rate which subsequently threatens the industrial labour supply as well as the social development in China. This study aims at addressing the turnover issue of the migrant workers in China by proposing an empirical research model aimed at reducing the turnover intention of these migrant workers. The proposing theoretical framework is underpinned by the triadic reciprocal of the social cognitive theory which suggests that interpersonal factors, along with elements of job embeddedness, influence one's turnover intention. Individuals who have high community embeddedness may strengthen the embeddedness into the organization and then mitigate their turnover intention. The model was tested by means of Partial Least Squares Structural Equation Modelling (PLS-SEM) using data that was collected from 379 new generation rural migrant workers in the manufacturing sector in Guizhou Province, China. The results indicated that organizational identification, remuneration, organization embeddedness, and community embeddedness are

negatively related to turnover intention; while work overload was positively associated with turnover intention. Organization embeddedness has significant mediating effects on the relationships among the organizational identification, remuneration, and career adaptability on turnover intention, whereas community embeddedness has a significant moderating effect on the relationship between organization embeddedness and turnover intention. This study contributes to managers in the manufacturing industry and government policymakers in China to disseminate the potential discrimination on the new generation rural migrant workers and concern on their well-being to prevent high turnover intention.

**Keywords:** Turnover intention; Job embeddedness; New generation rural migrant workers; Manufacturing sectors; China

## Bahasa Melayu

### ABSTRAK

Pekerja migran luar bandar generasi baharu memainkan peranan yang penting dalam pembangunan ekonomi China kerana mereka adalah bekalan buruh yang penting dalam sektor pekerja perindustrian di negara tersebut. Walau bagaimanapun, aliran pengambilan pekerja terkini mendedahkan bahawa kebanyakan pekerja migran luar bandar ini menunjukkan kadar berkerja dan kadar pusing ganti yang tinggi sehinggamengancam bekalan tenaga perindustrian serta pembangunan sosial di China. Kajian ini bertujuan untuk menangani isu pusing ganti pekerja migran di China dengan mencadangkan satu model penyelidikan empirik yang bertujuan untuk mengurangkan niat pusing ganti pekerja migran ini. Rangka kerja teori yang dicadangkan disokong oleh teori kognitif sosial timbal balik, yang mengatakan bahawa faktor peribadi berserta elemen pengukuhan pekerjaan, mempengaruhi niat pusing ganti. Individu yang mempunyai pengukuhan masyarakat yang tinggi boleh mengaplikasikan perkara ini ke dalam organisasi dan kemudian mengurangkan niat pusing ganti. Model ini diuji melalui penggunaan *Partial Least Squares Structural Equation Modeling (PLS-SEM)* yang mengaplikasikan data yang diperolehi daripada 379 pekerja migran luar bandar generasi baharu dalam sektor perkilangan di Provinsi Guizhou, China. Keputusan menunjukkan bahawa pengenaltastian organisasi, imbuhan, pengukuhan organisasi, dan pengukuhan komuniti dikaitkan secara negatif dengan niat pusing ganti, manakala beban kerja dikaitkan secara positif dengan niat pusing ganti. Pengukuhan organisasi mempunyai kesan pengantaraan yang signifikan ke atas hubungan antara identifikasi organisasi, imbuhan, dan penyesuaian kerjaya terhadap niat pusing ganti; manakala ketahanan masyarakat mempunyai kesan penyederhanaan yang signifikan terhadap hubungan antara pengukuhan organisasi dan niat pusing ganti. Kajian ini menyumbang kepada para pengurus dalam industri perkilangan dan pembuat dasar kerajaan di China untuk menghebahkan potensi diskriminasi kepada pekerja migran luar bandar generasi baharu dan kebimbangan terhadap kesejahteraan mereka bagi menghalang kadar niat pusing ganti yang tinggi.

**Kata kunci:** Niat pusing ganti; Pengukuhan pekerjaan; Pekerja migran luar bandar generasi baharu; Sektor pembuatan; China

**What are the key phrases from the example above that demonstrate each part of the abstract?**

Component	Function	Key Phrase Example
Introduction (orange line)	Establishes paper's context and motivates the research or discussion	<ul style="list-style-type: none"> <li>• "...have played a significant role."</li> <li>• "...a recent recruitment trend..."</li> <li>• "...exhibit high turnover rate which subsequently..."</li> </ul>
Purpose (dark blue line)	Indicates the purpose of the research, outlines the aim behind the paper	<ul style="list-style-type: none"> <li>• "This study aims at..."</li> <li>• "...by proposing..."</li> </ul>
Method (green line)	Provides information on design, procedures, data analysis, etc	<ul style="list-style-type: none"> <li>• "The proposing theoretical framework is underpinned by..."</li> <li>• "The model was tested by means of..."</li> <li>• "...data was collected from 379 new generation rural migrant workers..."</li> </ul>
Result (yellow line)	Indicates results and key findings	<ul style="list-style-type: none"> <li>• "The results indicate..."</li> <li>• "...has significant mediating effects..."</li> </ul>
Conclusion (light blue line)	Points to application or wider implications and interpretation scope	<ul style="list-style-type: none"> <li>• "This study contributes to..."</li> </ul>

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